



STUDENT NUTRITION

Director of Food Service

Leading safe, nutritious, efficient, and welcoming meal programs for students throughout the district.

This full-time administrative leadership position directs the district's Preschool through Grade 12 school nutrition program during the school year and coordinates meal service for Kids Club during the summer months. The Director leads menu planning, food production, employee supervision, food safety, regulatory compliance, purchasing, budgeting, records, and program improvement, and performs stipend-supported food preparation and purchasing duties for activity concessions.

Position at a Glance

EMPLOYMENT

Full-time | 12-month | Salaried

DEPARTMENT

Food Service

WRITTEN AND REVISED

September 2026

REPORTS TO

Superintendent

SUPERVISES

Food service personnel

JOB EVALUATION DATE

TBD

Role Focus

30%		NUTRITION PROGRAM OPERATIONS Menus, production, meal service, quality, and participation
25%		STAFF & KITCHEN LEADERSHIP Scheduling, training, workflow, and performance
15%		FOOD SAFETY & COMPLIANCE HACCP, sanitation, meal patterns, dietary needs, and wellness
10%		BUDGET, PURCHASING & INVENTORY Forecasting, procurement, commodities, and equipment
10%		RECORDS & PROGRAM IMPROVEMENT Claims, documentation, reviews, data, and communication
10%		KIDS CLUB & CONCESSIONS Summer meals and stipend-supported activity service

Qualification Snapshot

EDUCATION

Meets USDA professional hiring standards applicable to the district; relevant postsecondary education or equivalent qualifying experience preferred

EXPERIENCE

Successful food-service management and supervisory experience required; school-nutrition experience preferred

KNOWLEDGE

School nutrition programs, meal patterns, food safety, purchasing, budgets, inventory, production records, and staff supervision

Core Capabilities

- Minnesota Certified Food Protection Manager credential required or ability to obtain within six months of employment.
- Ability to meet USDA professional standards, food-safety training, and annual continuing-education requirements.
- Knowledge of menu planning, standardized recipes, food production, portion control, special diets, and safe food handling.
- Strong leadership, communication, organization, problem-solving, and customer-service skills.
- Ability to manage budgets, purchasing, inventory, claims, records, data, and program deadlines accurately.
- Ability to support school-year meals, summer Kids Club meals, and activity-season concessions.

01

Nutrition Program Operations

30%*Menus, production, meal service, quality, and participation*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs planning, preparation, service, and evaluation of meals for Preschool through Grade 12 students and district programs.
- Develops compliant menus that consider student needs, food availability, cost, and district wellness goals.
- Establishes production schedules, standardized recipes, portion controls, service standards, and food-quality expectations.
- Monitors participation, service efficiency, food quality, waste, and feedback and adjusts operations to improve program performance.

02

Staff & Kitchen Leadership

25%*Staffing, scheduling, training, workflow, and performance*

- Recruits, schedules, trains, supervises, and evaluates food service employees under district policy and labor agreements.
- Organizes preparation, service, cleanup, cashiering, and recordkeeping work and maintains appropriate staffing and coverage.
- Provides ongoing training in food safety, equipment, sanitation, allergens, meal patterns, customer service, and required records.
- Promotes respectful, student-centered service and coordinates operations with administrators and other departments.

03

Food Safety, Compliance & Wellness

15%*HACCP, sanitation, meal patterns, dietary needs, and wellness*

- Administers school nutrition programs under USDA, Minnesota Department of Education, health-department, and district requirements.
- Maintains food-safety and HACCP plans, sanitation procedures, logs, inspections, recall procedures, and corrective actions.
- Coordinates required meal modifications and allergy accommodations with families, school nurses, and staff.
- Supports district wellness-policy implementation and maintains safe, inclusive, and orderly meal-service environments.

04

Budget, Purchasing & Inventory

10%*Budgeting, procurement, commodities, inventory, and equipment*

- Develops and monitors the food service budget, revenues, expenditures, staffing, meal costs, pricing, and financial performance.
- Purchases food, beverages, supplies, and equipment under procurement requirements and approved specifications.
- Manages USDA Foods, deliveries, receiving, storage, inventory rotation, security, loss prevention, and waste reduction.
- Evaluates vendor performance and recommends equipment maintenance, repair, replacement, and long-range kitchen needs.

05

Records & Program Improvement

10%*Claims, production records, reviews, data analysis, and communication*

- Maintains accurate meal counts, claims, eligibility and verification records, production records, inventories, and financial documentation.
- Prepares for MDE administrative reviews, audits, health inspections, and program monitoring and completes required corrective actions.
- Analyzes participation, cost, compliance, and service data and reports to the Superintendent and School Board.

06

Summer Kids Club & Concessions

10%*Summer meal service and stipend-supported activity concessions*

- Plans and coordinates summer Kids Club meals and snacks, including menus, purchasing, preparation, food safety, and records.
- Performs stipend-supported concession food preparation and ordering of food, candy, beverages, and supplies during activity seasons.
- Coordinates concession menus, quantities, storage, and delivery with activity and concession staff.
- Separately tracks school nutrition, Kids Club, and concession purchases, inventory, expenses, and records.

07

Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Director of Food Service uses professional judgment, food-safety knowledge, district policy, program regulations, approved budgets, and operational data when making decisions. The Director may adjust menus, staffing, production, purchasing, and service within delegated authority. Major policy, personnel, or unbudgeted matters are referred to the Superintendent.

Working Conditions

Work is performed in school kitchens, cafeterias, storage areas, freezers, coolers, receiving areas, and offices. The position is exposed to heat, cold, steam, noise, wet or slippery surfaces, cleaning chemicals, allergens, sharp utensils, and moving equipment. School-year meals, summer Kids Club service, and activity-season concessions may require early mornings, occasional evenings, and schedule adjustments.

Physical Effort

The position requires prolonged standing and walking; frequent bending, reaching, pushing, pulling, and repetitive hand use; and lifting or moving food, supplies, and equipment up to 50 pounds. The employee must safely operate commercial kitchen equipment in refrigerated, heated, and wet environments.

Mental Effort

The position requires managing meal periods, staffing, deadlines, records, purchases, compliance requirements, and interruptions. The Director must analyze data, respond calmly to food-safety or allergy concerns, solve service problems quickly, and remain accurate under time pressure.

08

Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Superintendent.

Supervision of Others

The position supervises all food service personnel. The Director establishes schedules and expectations, assigns duties, trains and evaluates employees, maintains coverage, and recommends personnel actions in accordance with district policy and applicable labor agreements.

Machines, Tools, Equipment, Electronic Devices, and Software

- Operates computers, point-of-sale and meal-accounting systems, office equipment, thermometers, scales, ovens, ranges, steamers, kettles, slicers, mixers, warmers, refrigerators, freezers, dish machines, carts, and other commercial food-service equipment for which properly trained.

Job Outcomes

- Provides safe, nutritious, appealing, and compliant meals for Preschool through Grade 12 students and district programs.
- Maintains efficient, welcoming, and respectful meal service that supports student wellness, learning, and participation.
- Keeps school nutrition operations compliant, properly licensed, financially responsible, and prepared for reviews and inspections.
- Leads food service employees consistently and fairly and maintains effective staffing, training, and coverage.
- Maintains accurate meal counts, claims, production records, food-safety logs, inventories, purchasing records, and required reports.
- Administers budgets, procurement, USDA Foods, inventories, contracts, and equipment resources within approved guidelines.
- Provides reliable, safe, and well-documented meals and snacks for Kids Club during the summer months.
- Completes stipend-supported concession food preparation and purchasing responsibilities effectively during activity seasons.
- Projects a positive, cooperative, responsive, and service-oriented attitude with students, families, staff, vendors, and community members.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.